

South Dakota Cadastral Committee
2007-2009
Strategic & Business Plan

VISION—Serving the public through coordinated statewide cadastral data
GOAL #1—Create a Statewide framework

<i>TASK</i>	<i>ACTION</i>	<i>WHO</i>	<i>WHEN</i>
<i>1. Establish an Advisory Committee</i>	Establish an Advisory Committee to address current and emerging issues of cadastral data in the state	Jenny with assistance from other volunteers	November 1, 2007
<i>Sub-Task 1.1</i>	Start with the current strategic planning group		
<i>Sub-Task 1.2</i>	Recruit members from all levels of government, including city, county, state, Tribal and Federal levels. Customers, especially from emergency management and from possible funding sources. General public, academia, private sector		
<i>Sub-Task 1.3</i>	Ensure geographic balance		
<i>Sub-Task 1.4</i>	Size—15-25 members.		
<i>Sub-Task 1.5</i>	Develop two subcommittees: Needs Assessment and Funding. Members of the subcommittee may not be members of the main Advisory Committee		

South Dakota Cadastral Committee
2007-2009
Strategic & Business Plan

<i>Sub-Task 1.6</i>	Identify a fiscal agent		
<i>Sub-Task 1.7</i>	Develop ground rules		
<i>2. Finalize Vision Statement</i>	Finalize Vision Statement into a brief document, which can be easily read and understood. <i>(Note: the Vision Statement can be used in multiple communications and as supporting information for funding applications.)</i>	Advisory Committee	December 1, 2007
<i>3. Develop Outreach Strategy</i>	Identify key stakeholder groups and find out when and where they are meeting. Ask for an opportunity to discuss the statewide cadastral initiative and its status. Example include SD Association of County Commissioners and Native American Fish & Wildlife Organization (regional). <i>(Note: use the three statewide hearing meetings to convey information on the plan and various actions.)</i>	Advisory Committee	December 1, 2007 On-going
<i>3. Create Stakeholder List</i>	Update and expand the stakeholder list to include all data stewards, decisionmakers, and customers. <i>(Note: the list will be kept and updated on the SDCC webpage.)</i>	Advisory Committee State GIS Coordinator	First comprehensive list by December 1, 2007 Update to keep it a living list

South Dakota Cadastral Committee

2007-2009

Strategic & Business Plan

4. <i>Concept of Operation Plan</i>	Develop a Concept of Operation Plan, which will delineate the roles and responsibilities of all the stakeholders. <i>(Note: the plan will include a discussion of the interaction of city, county, regional, state and tribal governments.)</i>	Advisory Committee Bob will get example of a Concept of Operation to Jenny	April 1, 2008
5. <i>Develop Web Page</i>	Develop a web page, initially to capture stakeholder list, announcements, reports and other pertinent news for the SD cadastral community	State GIS Coordinator	January 1, 2008

South Dakota Cadastral Committee
2007-2009
Strategic & Business Plan

VISION—Serving the public through coordinated statewide cadastral data
GOAL #2—Conduct a Statewide Needs Assessment

<i>TASK</i>	<i>ACTION</i>	<i>WHO</i>	<i>WHEN</i>
<i>1. Take Inventory</i>	Take inventory of data and contacts, interviewing data stewards in counties and Tribes	Subcommittee on Needs Assessment/Inventory Working Group	April 1, 2008
<i>Sub-Task 1.1</i>	Establish a Needs Assessment Subcommittee	Jenny with the assistance of volunteers	November 1, 2007
<i>Sub-Task 1.2</i>	Establish an Inventory Working Group of the Needs Assessment Subcommittee	Subcommittee on Needs Assessment	December 1, 2007
<i>Sub-Task 1.3</i>	Inventory existing data, including the state of the data, willingness of generator to share, conditions of use.		
<i>Sub-Task 1.4</i>	Identify contacts and ask for key inventory documents. <i>(Note: knock on every door)</i>	Bob will provide template	October 15, 2007
<i>Sub-Task 1.5</i>	Communicate the purpose, scope and timing of the inventory to county assessors and Tribal GIS coordinators. Send out a letter and follow-up with a phone call a short time later. <i>(Note: keep the effort within a relatively small group of people to keep consistency.)</i>	Subcommittee on Needs Assessment/Inventory Working Group	January 1, 2008

South Dakota Cadastral Committee
2007-2009
Strategic & Business Plan

<i>Sub-Task 1.6</i>	Announce the start of the inventory at the SD Association of Assessing Officers.	Jenny will contact the organization to get an opportunity to make an announcement	immediately
<i>Sub-Task 1.7</i>	Report back on the progress of the inventory to the SD Association of Assessing Officers.	Subcommittee on Needs Assessment/Inventory Working Group	Spring, 2008
2. Identify Critical Business Functions	Identify and document critical business functions to be supported by a statewide data base.	Advisory Committee	December 1, 2007
<i>Sub-Task 2.1</i>	Establish a Business Needs Working Group of the Needs Assessment Subcommittee	Subcommittee on Needs Assessment	December 1, 2007
<i>Sub-Task 2.2</i>	Ask counties who are doing a study of the critical business functions to provide their template	Subcommittee on Needs Assessment/Business Needs Working Group	
<i>Sub-Task 2.3</i>	Conduct a 1-2 day workshop with the public health/safety sector: emergency management and wildland fire to identify and document their critical business functions.	Subcommittee on Needs Assessment/Business Needs Working Group	June, 2008
<i>Sub-Task 2.4</i>	Identify “core” data elements needed to support the public health/safety sector business functions		
<i>Sub-Task 2.5</i>	Prepare a data development cost estimate		

South Dakota Cadastral Committee

2007-2009

Strategic & Business Plan

3. <i>Implement a pilot project</i>	Implement a pilot project to evaluate performance of the suggested data development standards and methodology	Subcommittee on Needs Assessment	After assessment

South Dakota Cadastral Committee
2007-2009
Strategic & Business Plan

VISION—Serving the public through coordinated statewide cadastral data
GOAL #3—Develop Funding Sources

<i>TASK</i>	<i>ACTION</i>	<i>WHO</i>	<i>WHEN</i>
<i>1. Identify projects</i>	Identify what to do with funds	Advisory Committee	1 month after Needs Assessment complete
<i>Sub-Task 1.1</i>	Establish a Fund Development Subcommittee	Jenny with the assistance of others	November 1, 2007
<i>Sub-Task 1.2</i>	Develop standards for work to be accomplished	Advisory Committee	
<i>Sub-Task 1.3</i>	Identify who will manage project funding (grant administration)	Subcommittee on Fund Development	
<i>2. Identify Funding Sources</i>	Identify potential grant and sponsor funding sources	Advisory Committee	January 1, 2008
<i>Sub-Task 2.1</i>	Explore hiring a part-time grant writer	Advisory Committee	
<i>Sub-Task 2.2</i>	Enlist various groups --Educational --State, Tribal & Federal agencies, such as BLM, Emergency Management --Organizations, such as stockgrowers --Private sector		

South Dakota Cadastral Committee
2007-2009
Strategic & Business Plan

3. Develop mechanism to use year-end funds	Establish a system to access year-end funds for projects	Advisory Committee	1 month after Needs Assessment complete
Sub-Task 3.1	Decide on who will manage funds	Subcommittee on Fund Development	
Sub-Task 3.2	Develop a preferred vendor list	Advisory Committee	
4. Establish partnerships	Identify strategic partners to assist in both development of the statewide framework, needs assessment and funding	Advisory Committee	on-going
Sub-Task 4.1	Identify governmental grant participants, who bring both dollars and in-kind match	Subcommittee on Fund Development	on-going
Sub-Task 4.2	Establish MOUs and obtain letters of support	Subcommittee on Fund Development	on-going
Sub-Task 4.3	Recruit vendor partners	Subcommittee on Fund Development	on-going
Sub-Task 4.4	Identify existing funds for special projects, such as a state 911 template	Subcommittee on Fund Development	on-going